



POSITION VACANCY ANNOUNCEMENT
NGSD-HRO-13-ADOS-07
Opening Date: 4 April 2013
Closing Date: 4 May 2013

BRANCH OF SERVICE: ARMY NATIONAL GUARD

POSITION TITLE: Human Resource Specialist

LOWEST/HIGHEST GRADE AUTHORIZED: E-1 through E-5

DURATION OF ASSIGNMENT: 15 May 13 – 30 Sep 13. This position is FTNGD-OS and is dependent on availability of funds. Orders may be extended or revoked depending on funds availability, job performance, continued need for the position, and mission requirements.

ORGANIZATION: South Dakota National Guard Soldier and Family Support

SELECTING OFFICIAL: 1SG Jody Smith
JFHQ-Senior Operations SGT
605-737-6224/605-415-0599
Jody.a.smith6.mil@mail.mil

LOCATION: Rapid City, SD

Announcement does not constitute commitment to fill position.

POSITION DESCRIPTION:

The human resources specialist supervises or performs personnel and administrative functions in support of the commander, the staff, and unit Soldiers on human resource matters. The human resources specialist also participates in occupational classification and management of human resources or supervises personnel management of human resources or supervises personnel management activities to include maintaining officer and enlisted personnel records and processing personnel actions concerning Soldiers and their families.

QUALIFICATION REQUIREMENTS:

General: Applicant must be a member or become a member of the SD National Guard. Must be in good standing and no negative personnel action or FLAGS. Ability to communicate clearly and effectively and able to establish and maintain effective working relationships.

.Submit the following:

1. DA Form 1058-R (Army Guard).
2. Current Retirement Point Assessment Statement (RPAS) NGB 23A.
3. Letter of Recommendation from Unit Commander.

4. Resume.
5. Most recent Medical Operational Data System (MODS) Individual Medical Readiness Record (IMRR)
6. Most recent AITS height and weight printout
7. Most recent DA Form 5500 or 5501[If height and weight listed on AITS height and weight printout is above the limits of Table 1 (Screening Table Weight) AR 600-9]
8. APFT Score Card (DA 705) with a successful passing score within 12 months.
9. Copy of any permanent profiles

Applications must be postmarked by 4 May 2013 and mailed to address below:

SD National Guard
HUMAN RESOURCE OFFICE
ATTN: SSG Angela Sharpe
2823 West Main Street
Rapid City, SD 57702-8170

FULL TIME EMPLOYEES OF THE SOUTH DAKOTA NATIONAL GUARD: Applicants will notify their full-time supervisor and respective Directorate/MACOM Administrative Officer of their decision to apply for this position.

EQUAL OPPORTUNITY: The South Dakota National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, or any other non-merit factors.